

Tri-County College Curriculum Report

Presented February 11, 1958

It has been recognized that the four main purposes of the public Community College are (1) preparation for advanced study (2) Vocational Education (3) General Education (4) Community Services. With these purposes in mind the curriculum committee presents the following report.

- I. Preparation for advanced study is commonly referred to as the transfer function of the Community College preparing students for transfer with advanced standing to four year colleges and universities. It provides the first two years of college instruction for most academic schools and colleges found in universities and other four year institutions; in such fields of higher learning as letters, arts and science, agriculture, business administration, education, engineering, and others. It also provides one or two years of the pre-professional studies required for admission to most professional schools, such as dentistry, medicine, pharmacy, nursing, law, architecture.

For students who lack adequate foundation from their secondary school experience, it offers remedial and developmental instruction. It offers rapid review instruction to adults returning to college studies after a lapse of years. It also provides extensive counseling and guidance for the transfer student.

The Bay City Junior College has developed an excellent transfer program. The curriculum has been planned and coordinated to meet the first two year requirements of many programing fields for students wishing to transfer

to Michigan State University, University of Michigan, Western Michigan University, Central Michigan College, Michigan College of Mining and Technology, Wayne State University and the University of Detroit. The transfer program of the Bay City Junior College included in the Tri-County College Program offers the following courses of curriculum.

Architecture and Design

Landscape Architecture and City Planning Curriculum.

Business Administration

Hotel Management Curricula

Education

Art Education

Business Education

Industrial Arts

Special Education

Music Education

Physical Education

Engineering

Home Economics

Teaching

Child Development and Teaching

Foods

Nutrition

Institution Administration

Clothing and Textiles

Related Art

Home Economics Extension

Liberal Arts

Pre-Journalism

Pre-Law

Library Science

Medical and Health

Pre-Dental

Dental Hygiene

Pre-Medical

Medical Technology

Mortuary Science

Nursing

Occupational Therapy

Pre-Optometry

Pre-Pharmacy

Physical Therapy

Public Health

Pre-Veterinary

Natural Resources

Agriculture Curriculum

Conservation

Forestry

Public Service

Police Administration

Public Administration

Social Work

Science

Chemistry

II Vocational education or terminal education in the public community college does not follow a universal pattern, but adjusts its program to the needs of the individuals within the community and the technological demands of the community. The total vocational or terminal program should include pre-employment preparation, part time up-grading, advanced refresher education and cooperative courses with business and industry.

The pre-employment vocational curriculum should include curriculum utilizing added skills and basic education beyond what is offered in high school programs. The trend in the terminal vocational curriculum for the post high school student is to develop a program with enough basic requirements to allow a student to continue to advanced study if desired. This may be developed so that the community college vocational education would be composed of a good frame-work of general education plus an introduction to the technical instruction of a specific vocational field of activity.

The following includes a list of some terminal vocational courses offered by 560 Community Colleges in the United States.

Business Secretary

Business General

General Culture

Music - Art

Home Economics

Agriculture

Auto Mechanics

Drafting

Business - Sales - Retailing - Merchandising

Medical Secretary

Nursing

Building Trades

Engineering - Mechanical - Electrical

Aeronautical Engineering

Metal Work

Electronics

For the purposes of our report the vocational or terminal courses must be developed, after a study and survey, to meet the specific needs of the Tri-County Area.

The present Bay City Junior College program represents the needs that have developed in the Bay City area which could be cared for with the facilities available.

The following lists the present program of the Bay City Junior College Terminal Courses.

Technical Architecture

Business

1. One Year

- a. Accounting
- b. Machine Calculations
- c. Secretarial

2. Two Year

- a. Accounting
- b. General Business
- c. Secretarial General
- d. Secretarial Medical

Engineering

1. Technical

Liberal Arts

Medical

1. Medical Technology
2. Pre-Nursing
3. Practical Nursing

Natural Resources

1. Agriculture

Public Service

1. Airline Hostess
2. Airline Office Training

Science

1. Industrial Chemistry

The Tri-County College will need to plan carefully for new programs, especially as they apply to the Saginaw-Midland requirements. This is the task of the new college administration and trained survey personnel.

III General Education refers to programs of education which offer an advanced curriculum beyond high school in the general field of liberal arts. Typically, a student may be expected to complete courses in English Composition and Literature, Foreign Languages, Natural Sciences, Social Science (American History), Psychology, Health and Physical Education, Philosophy and the Arts.

The Bay City Junior College offers this type of a program.

IV Community Services for the purpose of the curriculum report could be defined as adult evening education or continuing education. These programs have seen a tremendous development in the last decade. The adult courses now offered in the three communities of Bay, Midland and Saginaw are extensive and in great demand. In considering the preliminary building plans in relation to the curriculum we may eliminate the continuing of adult education department. This programing will have available practically the entire college plant and in addition should be able to secure on a rental basis the use of needed facilities in each of the three public school systems.

The curriculum committee presents the following building needs and specifications for the projected enrollment of 2500 to 3000 students.

The following report represents the estimates for building needs formulated by the Faculty of the Bay City Junior College, Mr. Leonard Soper of Saginaw, Mr. Mahlen Moore of Midland and Dean Eric Bradner of Bay City.

<u>Art Department</u>	<u>Sq. Ft.</u>
Faculty - 4	
Rooms - 1 - seating 100, for Art History lecture -----	2150
3 - 30 x 60, one a craftroom -----	5400
Office - 1 Departmental	
1 Chairman	
1 Office for 3 -----	400
<u>Business Education Department</u>	
Faculty - 14	
Rooms - 2 - 25 x 40 -----	2000
3 - 30 x 40 -----	3600

Sq. Ft.

1 - 30 x 35	
1 - 25 x 30	→
2 - 25 x 35	
1 - 20 x 15	----- 300
Storage - 25 x 20	----- 500
Offices - 1 - Multiple faculty, 20 x 30	----- 600

Drafting Department

Faculty - 4

Rooms - 3 - 35 x 60	----- 6300
1 - Blueprint room	----- 450
Offices - 2 - Semi-private	----- 200

Economics Department

Faculty - 3

Rooms - 2 - 25 x 30	----- 1500
Offices - 1½ - Semi-private, with social sciences	---- 200

English Department

Faculty - 38

Rooms - 12 for 20 students - 25 x 25	----- 7500
2 for 30 students - 25 x 30	----- 1500
Offices - 1 - Departmental	
1 - Chairman	→ ----- 3000
19 - Faculty, 2 to room	

Foreign Languages Department

Faculty - 3

Rooms - 2 - 25 x 30	----- 1500
Language Lab.	
1 - 24 Sound Proof Booths - 25 x 30	----- 750
Offices - 1 - Semi-private	----- 200

Sq. Ft.

Mathematics Department

Faculty - 14

Rooms - 8 - 25 x 30 ----- 6000

Offices - 1 - Departmental

1 - Chairman

7 - Semi-Private

----- 1108

Music Department

Faculty - 3

Rooms - 1 - Band and Orchestra ----- 2000

1 - Vocal ----- 2000

10 - Practice Rooms - 10 x 10 ----- 1000

Offices - 1 - Departmental

2 - Private, large enough for teaching

----- 600

Science - Biological Department - including Zoology,
Biology, Botany,
Physiology, Embryology,
Comparative Anatomy,
Micro-Biology

Faculty - 4

Rooms - 3 - Lecture - 30 x 40 ----- 3600

2 - Laboratories - 30 x 60 ----- 3600

1 - Laboratory - 30 x 40 (Physiology) ----- 1200

1 - Storage area - 30 x 30 ----- 900

1 - Greenhouse and Animal storage - 30 x 40 -- 1200

Offices - 4 - Private - 12 x 12 ----- 400

Science - Chemistry Department

Faculty - 10

Rooms - 5 - 25 x 30 ----- 3750

1 - 25 x 60 - Elevated Lecture ----- 1500

4 - General Chemistry Laboratories -
32 Station - 35 x 50 ---- 7000

	Sq. Ft.
1 - Organic Laboratory - 24 Station - 35 x 50 -----	1750
1 - Qualitative, Quantitative Laboratory 30 station - 35 x 50 -----	1750
1 - Balance Room - 20 x 25 - 20 balances -----	500
1 - Reading and Instructors' Research - 25 x 30 -----	750
3 - Storage -----	750
Offices - 10 individual - about 10 x 10 -----	720
<u>Science - Geology Department</u>	
Faculty - 2	
Rooms - 1 - Lecture - 25 x 30 -----	750
1 - Laboratory - 30 x 50 -----	1500
Offices - 1 - Semi-private -----	144
<u>Science - Physics Department</u>	
Faculty - 2	
Rooms - 1 - Lecture - Amphitheater for 45 Students 30 x 30 -----	900
2 - Laboratories - 24 station - 35 x 50 -----	3500
1 - Storage room, with workbench -----	375
1 - Darkroom - 6 x 12 -----	375
Offices - 1 - Semi-private -----	144
<u>Science - Psychology Department</u>	
Faculty - 2	
Rooms - 1 - 25 x 30 -----	750
1 - 25 x 25 -----	625
Offices - 2 - Private - 12 x 12 -----	144
<u>Social Science Department</u>	
Faculty - 16	
Rooms - 10 average - 25 x 30 -----	7500
2 large - 25 x 40 -----	2000

Sq. Ft.

Offices - 1 - Departmental	}	----->	1440
1 - Chairman			
8 - Semi-private			

Speech and Drama Department

Faculty - 5

Rooms - 3 - 25 x 30 -----	2250
1 - Little Theater seat 300 with drama stage -	10000
1 - Remedial room - 25 x 30 -----	750
1 - Drama workshop -----	1200
1 - Scenery storage area -----	600

Offices - 1 - Chairman	}	----->	500
2 - Semi-private			

Technology Department

Faculty - 8

Shops - 1 Machine -----	3036
1 Wood and Pattern combined -----	3000
1 Print -----	1875
1 Farm Shop - Welding -----	4096
1 Electronics -----	1875
1 General Metal -----	2500
1 General -----	1875
1 Auto -----	4096

Lecture - 2 - 25 x 30 -----	550
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Offices - 1 - Departmental	}	----->	720
4 - Semi-private			

Homemaking

Nursing Education -----	1200
Home Economics -----	3000

Sq.Ft.

Administrative Offices

The administrative officials area -

President		
Executive Dean	→	----- 1000
Secretaries		
Board Room		
Conference Room	→	----- 1000
Wash Room		

Business Administrative officials area

Areas for financial control -

Income		
Disbursement		
Purchases	→	----- 3000
Building & Grounds		

Admissions, Registration - Records ----- 3000

The Student Services Area

Adjacent to the Admissions area, this portion of the administrative building should contain the -

1. Testing and Evaluation offices, with places for consultation with faculty and students, storage and administration of tests - also office of psychometrist and director ----- 1200
2. Guidance offices, waiting rooms, conference rooms- 2400
3. Social affairs, offices for the Deans of Men and Women, and Student Activities offices, including a workroom ----- 1950
4. Coordinators office for Business and Industry --- 400

Sq. Ft.

5. Student Health area ----- 1200

Library

Library Committee Recommendations for Space Allotment

Based on a basic book collection of 30,000 with
minimum facilities for 3,000 students.

Total area ----- 40,000

**Reference-Reading Rooms ----- 20,000

Audio-Visual Room ----- 2,000

Includes: Micro-film; pictures, maps, charts,
films, filmstrips; listening (records);
slides, disc recordings, projection.

Processing Rooms ----- 2,000

Includes: Cataloging; classification, order
work; routine processing.

Staff Room and Office ----- 600

Special Rooms ----- 5,700

Includes: Typing room for students;
6 Conference Rooms, Faculty Study Room.

Stack Storage ----- 10,000

Additional Facilities

Cafeteria ----- 16,000
(students)

Cafeteria ----- 1,500
(faculty)

Student Lounges ----- 2,500

Faculty Lounge ----- 1,500

** If this is to be a community library and receive added state aid as
such there should be additional reading room space.

The American Library Association recommends that space be
provided for 15 to 25 per cent of the students. The Junior College
Association recommends that space be provided for 20 per cent of the
students.

	<u>Sq. Ft.</u>
Health Facilities -----	1,200
Student Bookstore -----	2,400
Gymnasium -----	30,000
Pool -----	15,000
25% corridor and etc. -----	<u>56,600</u>
Total Square Feet	326,790

V It is the recommendation of the American Association of Junior Colleges that an overall allocation of 140 square feet be allowed per student. For 3,000 students it would be 420,000 square feet.

VI The curriculum committee of the Board of Trustees would like to thank the faculty of the Bay City Junior College, Dr. Eric Bradner, Mahlen Moore and Leonard Soper for help in compiling this report.

Respectfully submitted,
February 11, 1958

George Butterfield
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